

**RADIATION PROTECTION PROGRAM:
RADIOLOGICAL INSTRUMENTATION, SOURCES & SOFTWARE SUPPORT
PROJECT**

CONTRACT

Buyer:

Central Plateau Cleanup Company
P.O. Box 1464
Richland, WA 99352

Contractor:

Name
Street
City State Zip

Contract Specialist: Toree Young

Phone Number: 509-460-0367

Contractor Contact:

Phone Number:

Start Date: TBD

End Date: TBD

Contract Type: Firm Fixed Price (FFP)

Payment Terms: Net 30

Contract Value: \$ TBD

Central Plateau Cleanup Company (Buyer)

Contractor Authorized Signature

Printed Name/Title

Printed Name/Title

Date Signed

Date Signed

**RADIATION PROTECTION PROGRAM:
RADIOLOGICAL INSTRUMENTATION, SOURCES & SOFTWARE SUPPORT
PROJECT**

TABLE OF CONTENTS

PART I – STATEMENT OF WORK	4
1.0 INTRODUCTION / BACKGROUND	Error! Bookmark not defined.
2.0 DESCRIPTION OF WORK – GENERAL	Error! Bookmark not defined.
3.0 DESCRIPTION OF WORK – SPECIFIC	Error! Bookmark not defined.
3.1 Task Description	Error! Bookmark not defined.
3.2 Special Requirements.....	Error! Bookmark not defined.
3.3 Acceptance Criteria.....	Error! Bookmark not defined.
3.4 Organizational Interfaces.....	Error! Bookmark not defined.
3.5 Work Not Included.....	Error! Bookmark not defined.
3.6 Buyer Furnished Materials and Equipment.....	Error! Bookmark not defined.
3.7 Site Conditions and Known Hazards	Error! Bookmark not defined.
3.8 Site Coordination Requirements	Error! Bookmark not defined.
4.0 TECHNICAL REQUIREMENTS.....	Error! Bookmark not defined.
4.1 Work Location / Access Requirements (if applicable)...	Error! Bookmark not defined.
5.0 PERSONNEL REQUIREMENTS	Error! Bookmark not defined.
5.1 Training and Qualification.....	Error! Bookmark not defined.
5.2 Security and Badging Requirements.....	Error! Bookmark not defined.
5.3 Site Access and Work Hours.....	Error! Bookmark not defined.
6.0 ENVIRONMENTAL, SAFETY, HEALTH, AND QUALITY REQUIREMENTS	Error! Bookmark not defined.
7.0 MEETINGS and SUBMITTALS	Error! Bookmark not defined.
7.1 Meetings.....	Error! Bookmark not defined.
7.2 Submittals	Error! Bookmark not defined.
8.0 DELIVERABLES, PROJECT CONTROLS, MILESTONES, AND PERFORMANCE SCHEDULE REQUIREMENTS.....	Error! Bookmark not defined.
PART II – FINANCIAL TERMS.....	12
1.0 CONTRACT TYPE AND VALUE	12
2.0 PAYMENT SCHEDULE.....	12
2.1 Payment Schedule.....	12
2.2 Basis of Payment.....	12
3.0 PRICING INSTRUCTIONS FOR CHANGE ORDERS/MODIFICATIONS	12
4.0 PAYMENT TERMS	12
4.1 Estimated Billing.....	12
5.0 DEFINITIONS.....	12
6.0 ASSUMPTIONS.....	12
7.0 INVOICING INSTRUCTIONS	12
7.1 Contractor Invoices.....	12
8.0 CLOSEOUT AND FINAL PAYMENT	14
8.1 Closeout Certification	14

**RADIATION PROTECTION PROGRAM:
RADIOLOGICAL INSTRUMENTATION, SOURCES & SOFTWARE SUPPORT
PROJECT**

PART III – GENERAL TERMS AND ATTACHMENTS	15
1.0 General	15
1.1 Acceptance of Terms and Conditions	15
1.2 Attachments Incorporated.....	15
1.3 Order of Precedence.....	15
1.4 Subcontracting.....	15
PART IV – SPECIAL TERMS	16
1.0 ADMINISTRATION	16
1.1 Term of Contract	16
1.2 Contract Correspondence.....	16
1.3 Abnormal or Unusual Situations	16
1.4 Authorized Personnel.....	16
1.5 Contractor to CPCCo Interface	16
1.6 Other Interfaces	16
1.7 Designation of Technical Representative	16
1.8 Work Schedules and Holiday	17
2.0 CONTRACT PROVISIONS.....	17
2.1 General Provisions	17
2.2 Special Provisions, SP-5 - On Site Services.....	18
2.3 Special Provisions, SP-16 - Representations and Certifications	18
END OF CONTRACT	18

**RADIATION PROTECTION PROGRAM:
RADIOLOGICAL INSTRUMENTATION, SOURCES & SOFTWARE SUPPORT
PROJECT**

PART I – STATEMENT OF WORK

Revision 0, 11/02/2021

Prepared by: JA Gilliam

1.0 INTRODUCTION / BACKGROUND

This contract is issued for the performance of the ***Radiological Instrumentation, Sources, and Software Support Project*** in support of Central Plateau Cleanup Company (CPCCo) work scope for the period of January 3, 2022 through September 30, 2022. CPCCo is a prime contractor to the Department of Energy (DOE) and all work on this Statement of Work will be performed in support of the CPCCo contract with DOE.

2.0 DESCRIPTION OF WORK – GENERAL

Contractor employee shall be responsible for independently planning, organizing, and performing a wide variety of non-hazardous specialized administrative/technical duties in support of the successful completion of goals and deliverables and in accordance with all provisions of the contract.

It is expected that services shall consist of 1,560 hours on a full-time, regular-work basis supporting the CPCCo Radiological Protection Program (RPP) and project sites, as well as remote/off-site work locations as approved by the Buyer's Technical Representative (BTR).

The Contractor employee shall have access to CPCCo information via CPCCo's procedure, document control and configuration management systems. CPCCo will identify or specify program/project specific documents, data or other information that is to be included in the contractor's overall technical support. Hanford Local Area Network (HLAN) access for the purposes of retrieving/accessing CPCCo procedures and documents will be provided by CPCCo.

3.0 DESCRIPTION OF WORK – SPECIFIC

The work scope for this activity includes the resource(s) to provide ***Radiological Instrumentation, Sources, and Software Support*** to the CPCCo RPP and CPCCo operational projects including Inner Area End States (IAES), Outer Area End States (OAES), Soil & Groundwater Operations (S&GO) and Waste Projects & Operations (WP&O).

Contractor employee will be responsible to ensure projects, as assigned by the Radiation Protection Program Manager (RPPM), are completed safely and in accordance with applicable CPCCo programs and procedures.

Radiological Instrumentation, Sources, and Software Support responsibilities primarily include:

- Providing technical guidance and oversight of Portable Radiological Instrumentation activities
- Provide new radiological instrument assessments and corresponding operational and calibration procedure development

**RADIATION PROTECTION PROGRAM:
RADIOLOGICAL INSTRUMENTATION, SOURCES & SOFTWARE SUPPORT
PROJECT**

- Providing technical guidance, oversight, and review of CRCF Preventative Maintenance Work Packages.
- Develop program for inter-facility testing to validate counting programs (Tennelecs, Alpha Spec)
- Perform or support Air Monitoring Equipment Assessment
- Development, submittal, and approval of software/hardware Commercial Grade Dedication (CGD) and Software Quality Assurance (SQA) documentation for Radiation Protection Instrumentation, Equipment, and calculation tools for compliance to IRM-309 requirements
- Provide review and/or revisions to Hanford Information Systems Inventory (HISI) for RP software programs for compliance
- Incorporate IRM-309 compliance requirements into RP procedures if required
- Providing technical guidance, oversight, integration and revisions for the Smear, Air-Sample & Lapel (SAL) Tool.
- Develop, troubleshoot, test, and train personnel within the Sentinel Sample Manager Software application.
- Provide technical guidance, oversight, troubleshooting and updates for Radioactive Sources maintained within the Sentinel Source Control Module
- Work with CPCCo Projects to develop, revise, and review standardized clearance survey plans to simplify overall clearance process.
- Providing technical guidance and oversight as a Radiological Company Technical Authority (CTA) as assigned by the RPPM, providing the following programmatic support activities:
 - Provide CPCCo Radiation Protection representation during functional area interface meetings with Other Hanford Contractors (OHC) to work through consistency and regulatory issues
 - Develop, revise, review, and cancel as needed RadCon procedures as assigned by the RPPM
 - Develop, Revise, and/or perform SME/Peer Review for Technical Evaluations (TE) or Technical Basis Documents (TBD) including Problem Identification and Resolutions (PIR), Completed Decision Making Packages (CDMP), Interpretations (INT), or Technical Equivalency Determinations (TED)
 - Develop, Maintain, and perform training to CPCCo staff on Radiological Functional area PPOC Qualifications
 - Provide peer and subject matter expert (SME) review for radiological documentation generated by CPCCo projects

**RADIATION PROTECTION PROGRAM:
RADIOLOGICAL INSTRUMENTATION, SOURCES & SOFTWARE SUPPORT
PROJECT**

- Identify and evaluate potential hazards and prescribe controls to mitigate the identified hazards through involvement in pre-job planning, work site evaluations, preparation and review of job hazard controls, and pre-job briefings
- Provide technical review, input, and approval of work documents including Job Hazard Analyses, Work Packages, and Procedures
- Document technical decisions and retain for use and retrieval
- Provide technical assistance to managers and employees through development, review, and approval of Employee Job Task Analyses (EJTAs)
- Provide support to emergency preparedness drill teams
- Support accident and/or incident investigations by providing technical support or Radiological Control expertise to the lead investigator
- Develop Statements of Work and support projects with procurement and procurement issues for instrumentation and sources
- Support projects in performance of routine and ad-hoc reviews, assessments, and oversight walk downs of 10 CFR 835 requirements and oversight activities.
- Provide technical support to projects in its investigation, evaluation, resolution, and prevention of emerging or ad-hoc RadCon issues
- Provide technical expertise in radioactive sources to projects.

These activities require Health Physicist who has demonstrated knowledge of CPCCo radiological systems, facilities, maintenance, radiological equipment, and instrumentation; demonstrated knowledge of CPCCo's approved Radiological Protection Program (RPP), Radiological Control Manual (RCM), TE and TBD process and associated procedures. The Health Physicist should be currently board certified as a Health Physicist and has served as a Radiological Protection CTA or as the Interpretive Authority for CPCCo.

Resources covered in this SOW include Health Physicist that has a background in Radiological Instrumentation, Radioactive Source & Sample Management, and can implement new processes, equipment, and software in support of the RPP. This resource should also be knowledgeable in CPCCo Engineering and Procedure Systems.

3.1 Task Description

The work products and services to be provided, including any specific CPCCo standards and requirements, required for the successful completion of this work activity includes RPP and project support in support of activities identified in Section 3.0.

3.2 Special Requirements

- Access to DOE Radiological Source Registry and Tracking Program

3.3 Acceptance Criteria

**RADIATION PROTECTION PROGRAM:
RADIOLOGICAL INSTRUMENTATION, SOURCES & SOFTWARE SUPPORT
PROJECT**

Work products and services provided shall meet all applicable CPCCo procedures for control and review of work products and pertinent regulatory requirements, as required by this contract and incorporated provisions.

All submittals and work products shall be accurate, legible, and reproducible. Before delivery, the Contractor shall review its work products, as applicable, for technical adequacy, completeness, and appropriate content.

Deliverable shall be subject to approval by the RPPM. The RPPM will determine additional acceptance criteria or items to be resolved, as necessary

Deliverable shall comply with this statement of work (SOW) and will be reviewed against the CPCCo procedures (Note: Procedures may be revised, or new procedures added at the discretion of CPCCo) and TBDs before acceptance.

3.4 Organizational Interfaces

The Contractor shall interface with various CPCCo (and other) organizations through the CPCCo Contract Specialist (or designee), as required. The interfaces are CPCCo RPPM, Project Radiological Control Managers, Facility Maintenance organizations, Procurement and the CPCCo Radiological Protection Manager. The RPPM will provide coordination of Contractor activities to ensure appropriate access to CPCCo documents, procedures, and staff for conducting the identified tasks.

3.5 Work Not Included

Not applicable.

3.6 Buyer Furnished Materials and Equipment

The CPCCo will furnish the following materials, equipment, and facilities at no cost to the Contractor for use in performing this work scope on site: computer, office with workstation, printer, and office supplies. CPCCo will provide access to all necessary documents and procedures.

3.7 Site Conditions and Known Hazards

Most work activities will take place where site conditions and/or known hazards are typical for general office work.

Specific project conditions and hazards are described in each projects Health and Safety Plan (HASP). The contractor is required to read and understand the requirements of the HASP prior to completing any field work.

3.8 Site Coordination Requirements

Not applicable.

4.0 TECHNICAL REQUIREMENTS

Contractor will perform in accordance with the terms and conditions of this contract, CPCCo internal policies and procedures, and quality assurance provisions, including

**RADIATION PROTECTION PROGRAM:
RADIOLOGICAL INSTRUMENTATION, SOURCES & SOFTWARE SUPPORT
PROJECT**

safety programs, laws, orders, permits, rules, confidentiality of information and intellectual property safeguards.

4.1 Work Location / Access Requirements (if applicable)

On site work will be performed in MO2159/200 West on the Hanford site near Richland, WA. Additional facilities will be provided by the RPPM as is necessary to complete the scope of work.

Access will require individual to complete CPCCo's General Employee Training (CGET) or Hanford Site Orientation and to wear a CPCCo-issued security badge identifying the individual. Alternate site locations are authorized with approval from the RPPM.

Work from a remote location is authorized for this scope of work, with approval from the RPPM.

5.0 PERSONNEL REQUIREMENTS

5.1 Training and Qualification

A. Task specific or unique training or qualifications required for this task includes:

- CGET for all personnel
- 020003 RADIOLOGICAL WORKER II
- 022400 SITE ENGINEERING QUALIFICATION TRAINING
- 020932 RAD WORK PLANNING (CPCCo)
- 020934 ALARA DESIGN REVIEW (CPCCo)
- 022801 PLANNING RADIOLOGICAL WORK – INITIAL
- 600005 CPCCo SOFTWARE SUBJECT MATTER EXPERT
- 600006 CPCCo COMPUTER SOFTWARE MANAGEMENT TRAINING
- 600102 CPCCO SUBJECT MATTER EXPERT INSTRUCTOR
- 600342 RADIOLOGICAL ENGINEER/HEALTH PHYSICIST
- 600442 RADCON FIXED/PORTABLE INSTRUMENTATION CTA
- 600447 RADIOACTIVE SOURCE CONTROL AND RADIATION GENERATION CTA
- Training in procurement system including Asset Suites.

B. The Contractor is expected to provide appropriately trained and qualified Health Physicist to perform the type of work associated with their skill of craft at the Hanford site.

**RADIATION PROTECTION PROGRAM:
RADIOLOGICAL INSTRUMENTATION, SOURCES & SOFTWARE SUPPORT
PROJECT**

- **Required**
 - Baccalaureate in science, health physics, or engineering, including formal training in radiation protection or equivalency.
 - Previous Hanford Nuclear Site Radiation Protection program experience; at minimum three years
 - Demonstrated experience and qualified as Site Engineer and Radiological Engineer/Health Physicist.
 - Demonstrated experience in the development of technical basis documents.
 - Demonstrated experience and knowledge of instrumentation, sources, and software management.
 - Experience in the implementation of occupational radiation protection, as defined by 10 CFR 835 is required.
 - Training in Software Management
 - Excellent written and verbal communication skills
 - Previous qualification in course 600324 RAD PROTECTION ENTRY LEVEL REQS - RADCON SR/TECH & SUPPORT STAFF
 - Current qualifications as Company Technical Authority on **ANY** of the following courses:
 - 600275 RADCON WORK PLANNING CTA
 - 600276 CLEARANCE OF PERSONAL PROPERTY CTA
 - 600349 RADCON CTA CONTAMINATION CONTROL QC
 - 600420 RADIOLOGICAL CONTROLLED VEHICLES CTA
 - 600421 RADCON RADIATION CONTAMINATION SURVEYS CTA
 - 600422 RADCON ROUTINE SURVEILLANCES CTA
 - 600423 RADIOACTIVE SHIPMENTS CTA
 - 600440 RADCON EMERGENCY PREPAREDNESS CTA
 - 600441 RADCON TRAINING CTA
 - 600442 RADCON FIXED / PORTABLE INSTRUMENTATION CTA
 - 600444 RADCON WORKPLACE AIR SAMPLING CTA
 - 600445 RADCON INTERNAL DOSIMETRY CTA
 - 600446 ALARA COORDINATION AND PRACTICES CTA
 - 600447 RADIOACTIVE SOURCE CONTROL AND RADIATION GENERATING DEVICES CTA
 - 600448 RADCON AREA AND PERSONNEL DOSIMETRY CTA
 - 600449 POSTING/LABELING/RMA/FCA CTA
- **Desired**
 - Certification by the American Board of Health Physics
 - Masters in science, health physics, or engineering
 - Licensed Professional Engineer (any state)

**RADIATION PROTECTION PROGRAM:
RADIOLOGICAL INSTRUMENTATION, SOURCES & SOFTWARE SUPPORT
PROJECT**

- Experience >20 years in radiological instrumentation

- C. CPCCo shall provide Contractor staff task or facility specific training as required for site and facility access and safe performance of assigned tasks.
- D. Testing requirements for personnel who will be working in substance Testing Designated Positions.

5.2 Security and Badging Requirements

For any on site work, general site access badging is required.

- Approved personal identification verification (PIV) security badge for RSRT access.

5.3 Site Access and Work Hours

- A. Work on site will be done on a 4 x 10 schedule. The standard workday shall consist of ten (10) hours of work between 6:00 AM and 4:30 PM, with one-half hour designated as an unpaid period for lunch. No regularly scheduled work occurs on the non-working Fridays. If schedule alternative is required BTR will communicate to contractor's contact

6.0 ENVIRONMENTAL, SAFETY, HEALTH, AND QUALITY REQUIREMENTS

The Contractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Contractor shall comply with, and assist CPCCo in complying with Environmental, Safety, Health, and Quality (ESH&Q) requirements of all applicable laws, regulations, and directives.

Materials supplied or purchased for use in performance of this contract, to the maximum extent practical, shall be environmentally preferred as described in 40 CFR 247 and including Bio-based products as designated by the USDA. www.biopreferred.gov

The following project-specific ESH&Q requirements are applicable to this scope of work in addition to the requirements identified in the contract General Provisions and, when work is being conducted on site, the additional ESH&Q requirements in SP-5 Special Provisions – On-Site Services.

7.0 MEETINGS AND SUBMITTALS

7.1 Meetings

- A. Contractor shall participate in the following meetings:
 - a. After contract award, the Contractor shall meet with the BTR to review specific tasks and expected deliverables.

7.2 Submittals

- A. There are no submittals required for this contract.

8.0 DELIVERABLES, PROJECT CONTROLS, MILESTONES, AND PERFORMANCE SCHEDULE REQUIREMENTS

- A. Deliverables are on an as-needed basis to support the scope identified in section 3.0:

**RADIATION PROTECTION PROGRAM:
RADIOLOGICAL INSTRUMENTATION, SOURCES & SOFTWARE SUPPORT
PROJECT**

- Deliver Programmatic or Project Specific Radiological Work Planning Documents as directed by the RPPM.

END OF PART I – STATEMENT OF WORK

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**RADIATION PROTECTION PROGRAM:
RADIOLOGICAL INSTRUMENTATION, SOURCES & SOFTWARE SUPPORT
PROJECT**

PART II – FINANCIAL TERMS

1.0 CONTRACT TYPE AND VALUE

This Contract is a Firm Fixed Price type Contract.

The value of this Contract is **\$TBD**

2.0 PAYMENT SCHEDULE

2.1 Payment Schedule

TBD

2.2 Basis of Payment

TBD

3.0 PRICING INSTRUCTIONS FOR CHANGE ORDERS/MODIFICATIONS

Buyer reserves the right to request a complete pricing breakdown, including certified or uncertified cost or pricing data as applicable for any change orders or modifications that have an impact to the established Contract pricing.

4.0 PAYMENT TERMS

4.1 Estimated Billing

It is mandatory for continued acceptable performance that the Contractor provide monthly to the Accrual email below the best estimate of the total billable cost (invoiced plus invoiceable) from inception of the Contract through the current fiscal month closing (closing dates specified on the form). This information shall be provided in writing by email (preferred) or mail by the 15th of each month. This data shall be provided for each contract or task order release until all payments are received and each contract or task order release is complete.

Email: CPCCA@rl.gov

The Monthly Contract-to-Date Cost Estimate Form is [available here](#) or directly from the Contract Specialist.

5.0 DEFINITIONS

There are no special definitions applicable to this Contract.

6.0 ASSUMPTIONS

There are no special assumptions applicable to this Contract.

7.0 INVOICING INSTRUCTIONS

7.1 Contractor Invoices

Invoices submitted to Buyer shall be submitted as follows. Failure to submit a proper and accurate invoice may result in reduction in payment, rejection or delay of the invoice until the required documentation is provided. Address invoicing requirement questions to the Contract Specialist.

**RADIATION PROTECTION PROGRAM:
RADIOLOGICAL INSTRUMENTATION, SOURCES & SOFTWARE SUPPORT
PROJECT**

General Requirements

1. Each Contract, Task Order Release and Purchase Order shall be invoiced separately and in a timely manner with respect to the invoiced products or services.
2. The invoice shall clearly & legibly identify the
 - a. Contractor's Name
 - b. Unique Invoice Number
 - c. Contract, Task Order Release and/or Purchase Order Number
 - d. Itemized description of the supplies or service provided
 - e. Amount being billed
 - f. Name and telephone number of a Contractor representative available to respond to questions about the invoice
3. Remittance will only be made to the remittance address on file for the Contractor. Invoices from third parties or with different remittance instructions or addresses will not be processed.
4. An ["Authorization for Electronic Funds Transfer \(EFT\) of Invoice Payments"](#) shall be on file with Buyer before EFT payments can be made.
5. Invoices will be paid according to the terms and conditions of the Contract *unless* substantiated evidence is obtained claiming Contractor is delinquent in payment to its subcontractors. All future payments may be reduced or suspended by the Contract Specialist until validation is received from the Contractor verifying its subcontractor payments are current.

Contracts for Services:

1. Unless otherwise authorized in the Contract, service contracts shall not be invoiced more than once per calendar month.
2. The total amount due for the billing period shall be clearly identified on all invoices (this amount shall be set apart from any cumulative amounts or subtotals).
3. Invoiced amounts, rates, other direct charges or travel shall be specifically defined in the Contract based on the Contract type to be allowable for reimbursement.
4. When applicable for this type of contract, indicate the name(s) of the worker(s), labor rate, billable work hours by date, a brief statement detailing the work performed, and period of performance on each invoice.

Submittal

1. Invoices and supporting documentation may be submitted electronically in a pdf format.
 - a. Submit invoices electronically via e-mail to CPCCAP@rl.gov and courtesy copy the Contract Specialist. The Contractor's name, invoice number, and the Contract and Task Order Release number(s) shall be in

**RADIATION PROTECTION PROGRAM:
RADIOLOGICAL INSTRUMENTATION, SOURCES & SOFTWARE SUPPORT
PROJECT**

the subject line of the e-mail message used to submit an electronic invoice.
The suggested format for the subject line is: Contractor Name, Invoice
XXXXX, Contract XXXXX-X.

8.0 CLOSEOUT AND FINAL PAYMENT

8.1 Closeout Certification

Contractor shall promptly execute and provide Buyer a final release after completion of work and final payment is received (form available here or directly from the Contract Specialist).

END OF PART II – FINANCIAL TERMS

**RADIATION PROTECTION PROGRAM:
RADIOLOGICAL INSTRUMENTATION, SOURCES & SOFTWARE SUPPORT
PROJECT**

PART III – GENERAL TERMS and ATTACHMENTS

1.0 GENERAL

1.1 Acceptance of Terms and Conditions

Contractor, by signing this Contract, delivering the supplies, or performing the requirements indicated herein, agrees to comply with all the Contract provisions, specifications and other documents that this Contract incorporates by reference or attachment. Buyer hereby objects to any provisions inserted into this Contract, amendment, or modification to the Contract that are different from or in addition to those set forth by Buyer in the Contract, amendment or modification to the Contract.

1.2 Attachments Incorporated

The terms, forms, documents and attachments listed herein are hereby incorporated into and made a part of this Contract. Contractor is responsible for downloading or obtaining a copy from the Contract Specialist and complying with the applicable documents. Where available, hyperlinks are provided for downloading the referenced document.

1.3 Order of Precedence

In the event of a discrepancy among Contract documents the following order of precedence shall govern resolution: (1) CPCCo's written Contract modifications, direction, and instructions; (2) written Contract (3) Technical instructions, including the (a) Statement of Work (SOW), (b) exhibits and attachments, and (c) applicable standards; (4) Special Provisions; (5) General Provisions; and (6) other documents identified as being part of the Contract.

1.4 Subcontracting

Contractor may **not** subcontract any significant portion of this contract without first obtaining concurrence of CPCCo to the proposed subcontract scope and subcontractor(s). Contractor is responsible to incorporate and flow down all appropriate provisions and requirements of this contract to all lower-tier contractors and subcontractors. Contractor shall furnish CPCCo a list of all proposed lower-tier subcontractors who will be performing work on the Hanford site and those proposed subcontractors who will be performing a significant portion of the off-site work. The list must be furnished prior to award and updated with changes during contract performance. Subcontracting form and instructions will be provided upon request.

CPCCo reserves the right to:

- reject any proposed subcontract or subcontractor as incomplete or unsuitable;
- require submittal of the proposed subcontract before contract award or prior to performance of any work on site; and
- require the replacement, at contractor's expense, of any subcontractor who fails to adhere to all of the applicable provisions and requirements of this contract.

END OF PART III – GENERAL TERMS and ATTACHMENTS

**RADIATION PROTECTION PROGRAM:
RADIOLOGICAL INSTRUMENTATION, SOURCES & SOFTWARE SUPPORT
PROJECT**

PART IV – SPECIAL TERMS

1.0 ADMINISTRATION

1.1 Term of Contract

The term of this Contract shall commence on TBD and shall end on TBD unless extended by the parties or unless terminated by other provisions of this Contract.

1.2 Contract Correspondence

Attn: Toree Young
Central Plateau Cleanup Company
PO Box 1464
Richland, WA 99352

1.3 Abnormal or Unusual Situations

In the event that there is an abnormal or unusual situation associated with this Contract work scope, the Contractor is to immediately contact the designated Contract Specialist or designated Buyer's Technical Representative (BTR). If the Contractor is unable to contact either the Contract Specialist or the BTR, the Contractor is to contact the Buyer Occurrence Notification Center at (509) 376-2900, which is available 24 hours a day, seven days a week, and provide them with: Contract Number, Contract Specialist's name, BTR's name and a short summary of the abnormal or unusual situation. If after making contact with Buyer, the Contractor is advised to suspend activities, the Contractor is not to proceed until such direction to proceed has been expressly issued by the Contract Specialist. If there is an emergency situation, the Contractor is to make the appropriate immediate emergency call to 911 or 373-0911 for cell phones and then make the notifications to Buyer as set forth herein.

1.4 Authorized Personnel

Only the following named Contract individuals are authorized to make changes to this document:

- Contract Specialist, Toree Young
- Manager, Vickie Clem

1.5 Contractor to CPCCo Interface

CPCCo and the Contractor will interface only through CPCCo's Contract Specialist for clarifications and questions.

1.6 Other Interfaces

Additional Buyer contacts will be identified at the kickoff meeting.

1.7 Designation of Technical Representative

The designated Buyer's Technical Representative (BTR) for this contract is:

- TBD Name & Phone

**RADIATION PROTECTION PROGRAM:
RADIOLOGICAL INSTRUMENTATION, SOURCES & SOFTWARE SUPPORT
PROJECT**

The BTR is responsible for monitoring and providing technical guidance for this Contract and shall be contacted regarding questions or problems of a technical nature. The BTR is also responsible for appropriate oversight of Contractor's personnel while on site and the interface between Contractor and other Buyer organizations supporting Contract performance.

Authority of the BTR and supporting organizations is limited to providing technical direction within the scope and provisions of this Contract. The BTR may not direct work or authorize any change outside of the written Contract and Contract provisions.

The BTR does not possess any explicit, apparent or implied authority to modify the Contract. When in the opinion of the Contractor, the BTR requests or directs efforts outside the existing scope of the Contract, Contractor shall promptly notify the Contract Specialist in writing. No action outside the scope of the Contract shall be taken until the Contract Specialist makes a determination and/or modifies the Contract.

In no event, will an understanding or agreement, modification, change order, or any deviation from the terms of this Contract be effective or binding upon Buyer unless formalized by proper Contract documents executed by the Contract Specialist.

1.8 Work Schedules and Holiday

NOTICE: Daily work schedules and facility operations are NOT consistent on the Hanford Site. Buyer and some other organizations are working a 4x10 schedule and others observe alternate Friday closures.

Accordingly, Contractor is responsible to understand and plan to support the work schedule required for this specific Contract and/or work location. BEFORE scheduling work on site and/or deliveries, the Contractor shall make specific schedule arrangements with Buyer, BTR, Facility Manager, Delivery Warehouse Manager, Building Manager, etc.

Buyer will not be liable for the cost of any delays, demurrage, layover, extra travel days, etc. which result from Contractor's failure to plan for and obtain specific schedule concurrence in advance.

2.0 CONTRACT PROVISIONS

The provisions, forms, documents and attachments listed below are hereby incorporated into and made a part of this contract. Unless specifically replaced or revised in the body of this contract the clauses and referenced laws, rules and regulations in the General and Special Provisions applicable for this type of contract shall have the same force and effect as if written into the body of the contract.

Contractor is responsible for downloading, reading and complying with the applicable provision revision identified below. Provisions are posted for downloading at <https://cpcco.hanford.gov/page.cfm/ContractProvisions>. A copy is also available from Buyer on request.

2.1 General Provisions

**RADIATION PROTECTION PROGRAM:
RADIOLOGICAL INSTRUMENTATION, SOURCES & SOFTWARE SUPPORT
PROJECT**

2.2 Special Provisions, SP-5 - On Site Services

2.3 Special Provisions, SP-16 - Representations and Certifications

Representations and Certifications made by the Contractor as part of the proposal and award process are hereby incorporated by reference into, this Contract unless specifically excluded and agreed by Buyer in the Contract. Contractor agrees to update and resubmit a revised SP-16 if any change occurs that would nullify, change or otherwise affect said Representations and Certifications.

END OF PART IV – SPECIAL TERMS

END OF CONTRACT